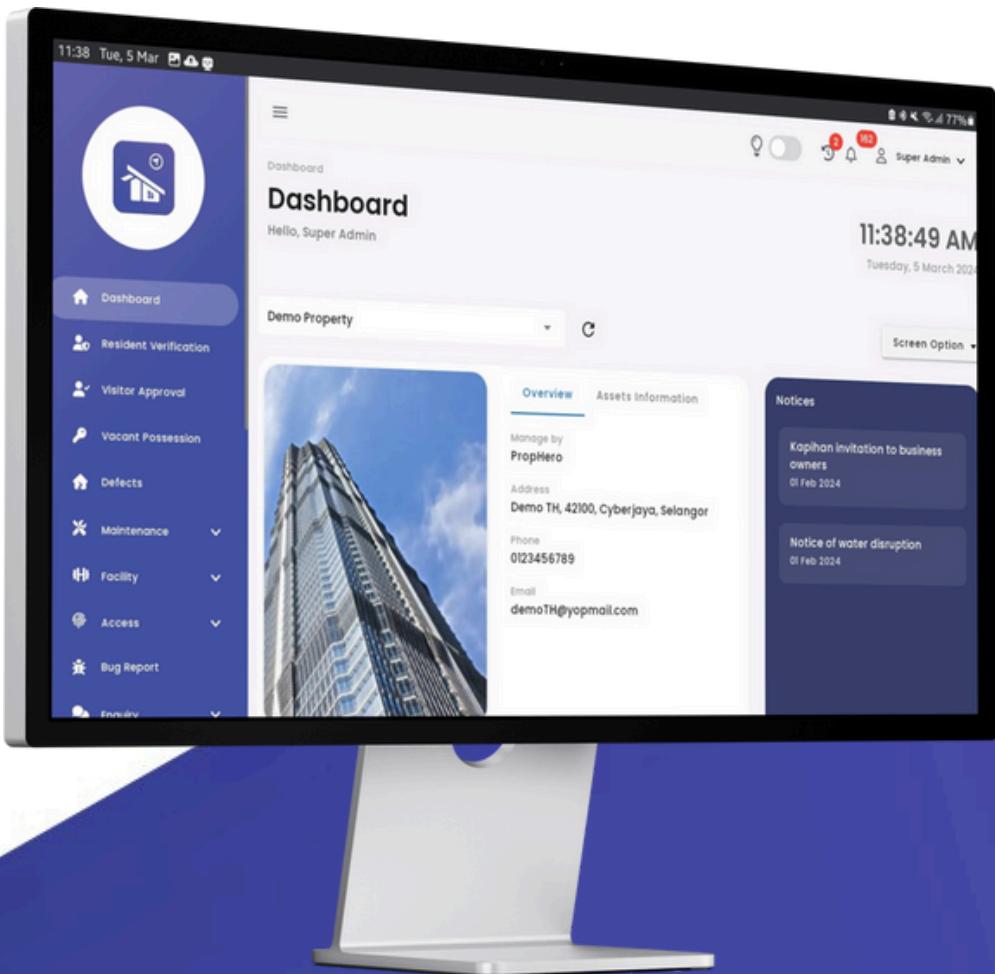




# PropKita



## USER MANUAL (DEFECT) MANUAL PENGGUNA (LAPORAN KEROSAKAN)

### PROPKITA SYSTEM DASHBOARD

Dwibahasa

# Tutorial 5

## 1 – Defect

Click on the **Defect** tab on the left. Once clicked, the Defect dashboard will be displayed. Next, click on **View**.

Klik pada tab **Defect** di sebelah kiri. Setelah diklik, papan pemuka Defect akan dipaparkan. Seterusnya, klik pada **View**.

A list of defect reports for one unit will be displayed. After that, click on **View** to see the defect cases/items.

Senarai laporan kerosakan untuk satu unit akan dipaparkan. Setelah itu, klik pada **View** untuk melihat kes/item defect.

ID	Submission Date	Status	Action
DF-000011-2411-AA1133	26 Nov 2024, 12:24 PM	<span style="background-color: red; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000010-2411-AA1133	21 Nov 2024, 02:20 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000009-2410-AA1133	23 Oct 2024, 12:16 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000008-2410-AA1133	23 Oct 2024, 12:08 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000007-2410-AA1133	23 Oct 2024, 12:01 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000005-2405-AA1133	24 May 2024, 10:34 AM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000004-2405-AA1133	23 May 2024, 04:34 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000003-2405-AA1133	23 May 2024, 04:18 PM	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>

On the **Open/New** tab, select the defect cases and then click on the **Accept** button.

Pada tab **Open/New**, pilih kes kerosakan dan kemudian klik butang **Accept**.

The screenshot shows the 'Defects' section of the PropKita system. The 'Open/New' tab is active, indicated by a red notification badge with the number '1'. A single defect case is selected, showing details: No. 1, Ticket Number DF-000011-2411-01, Title 'Bathroom 3 > Electrical > Malfunction Rosak', Submitted at 26 Nov 2024, 12:24 PM, Aging 0 Days, and an 'Action' button. Below the table is a large green 'Accept (1)' button. The interface includes a sidebar with 'Task' options like 'Task Dashboard' and 'Task List', and a footer with pagination controls.

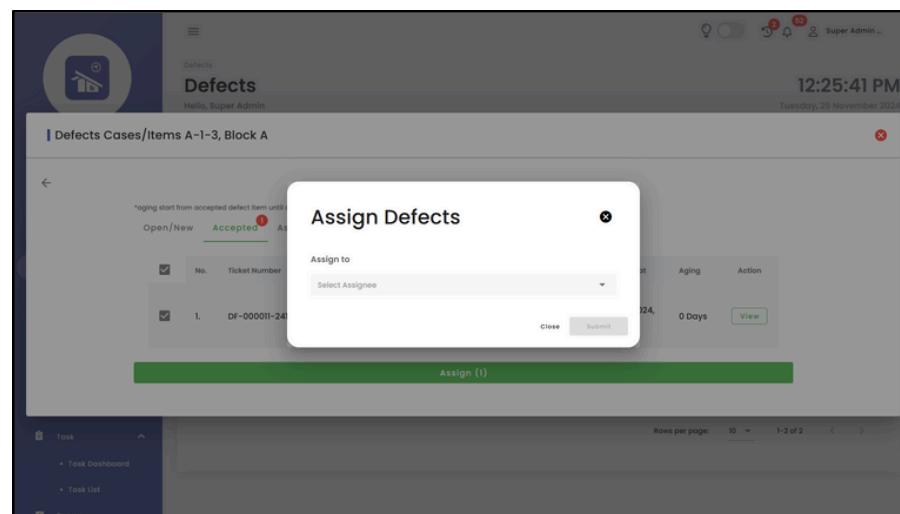
After that, on the **Accepted** tab, select the defects that have been accepted. Then, click on the **Assign** button.

Selepas itu, pada tab **Accepted**, pilih defect yang telah diterima. Kemudian, klik butang **Assign**.

The screenshot shows the 'Defects' section of the PropKita system. The 'Accepted' tab is active, indicated by a red notification badge with the number '1'. A single defect case is selected, showing details: No. 1, Ticket Number DF-000011-2411-01, Title 'Bathroom 3 > Electrical > Malfunction Rosak', Accepted at 26 Nov 2024, 12:24 PM, Aging 0 Days, and an 'Action' button. Below the table is a large green 'Assign (1)' button. The interface includes a sidebar with 'Task' options like 'Task Dashboard' and 'Task List', and a footer with pagination controls.

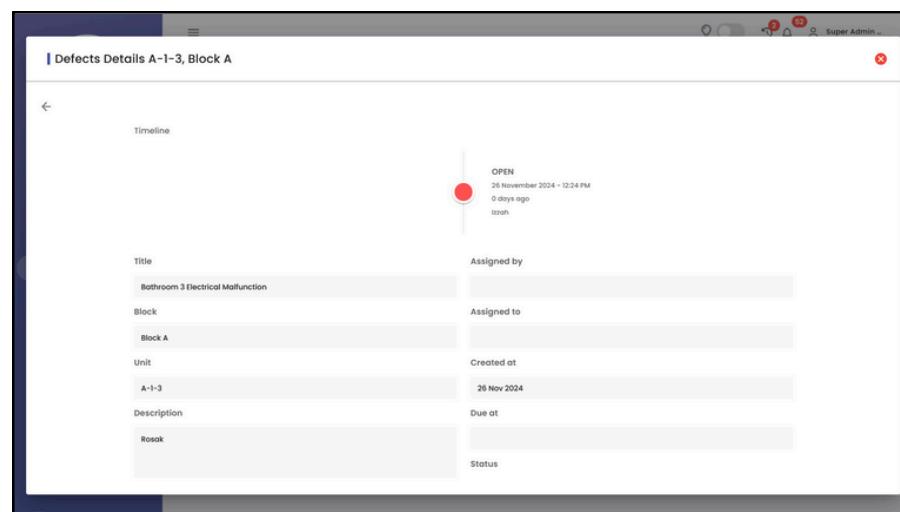
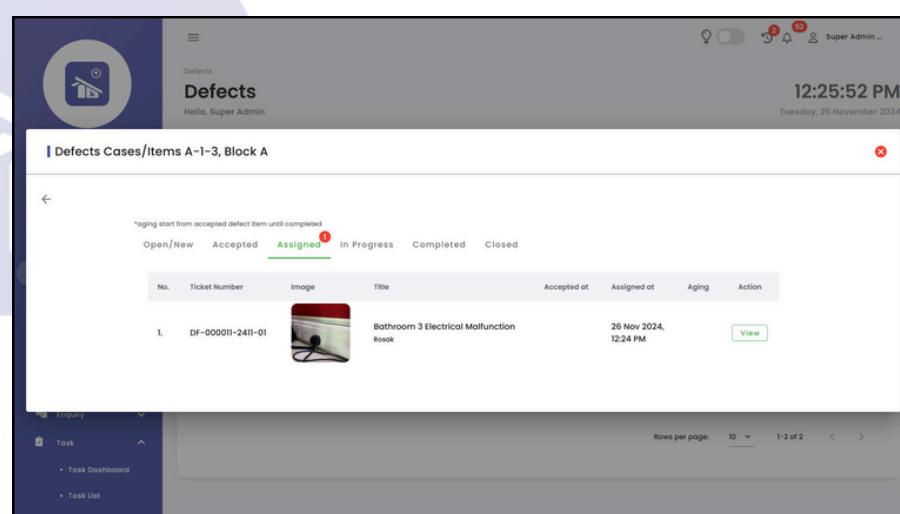
Select an **assignee** to assign the defects. Once assigned, click on **Submit**.

Pilih **orang yang akan diberikan tugas** untuk mengendalikan kerosakan tersebut. Setelah ditugaskan, klik pada **Submit**.



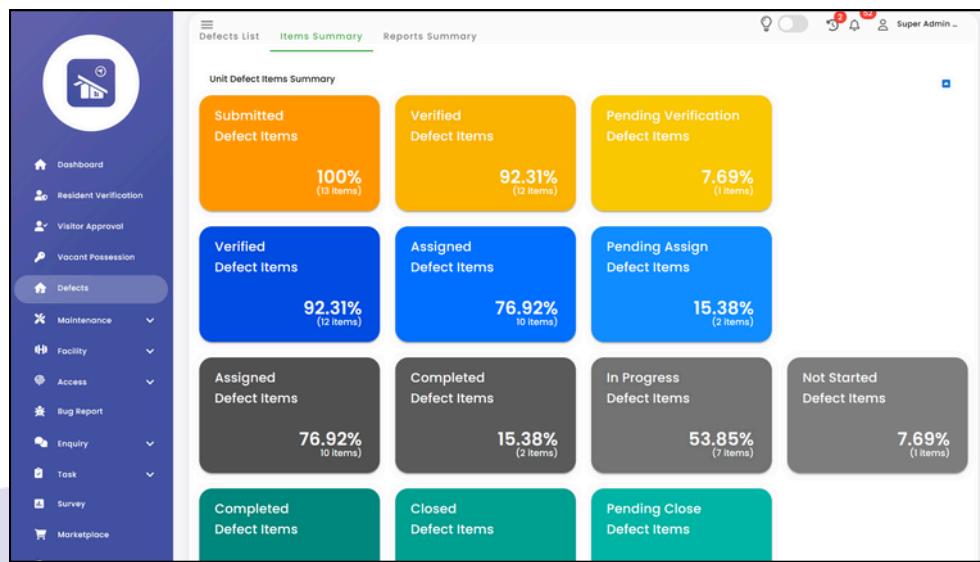
You can then display the details by clicking on the **View** button.

Kemudian, anda boleh memaparkan butiran dengan klik pada butang **View**.



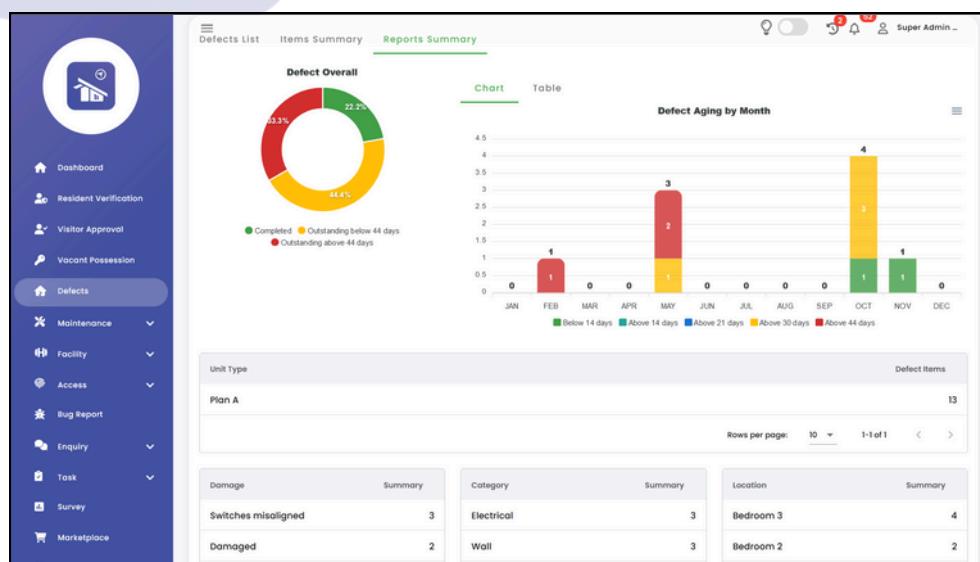
On the **Items Summary** tab, users can view a **summary of unit defect items**.

Pada tab **Ringkasan Item**, pengguna boleh melihat **ringkasan item kerosakan unit**.



The **Reports Summary** provides users with **statistics on defects**.

**Ringkasan Laporan** membolehkan pengguna melihat **statistik kerosakan**.



## 2 – Defect

Click on the **Task List** tab. Then, click on **View**.

Klik pada tab **Task List**. Kemudian, klik pada **View**.

Block	Unit	Lot Number	Latest Submission	Defect Reports	Defect Cases	Action
Block A	A-1-3	AA1133	26 Nov 2024, 12:24 PM	8	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a>
Block A	A-2-2	H5342	17 Oct 2024, 05:10 PM	3	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span>	<a href="#">View</a>

You can click on **View** button to view **task item**.

Anda boleh klik pada butang **View** untuk melihat **butiran tugas**.

ID	Submission Date	Status	Action
DF-000011-2411-AA1133	26 Nov 2024, 12:24 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span> <span style="color: grey;">7</span> <span style="color: grey;">8</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000010-2411-AA1133	21 Nov 2024, 02:20 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span> <span style="color: grey;">7</span> <span style="color: grey;">8</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000009-2410-AA1133	23 Oct 2024, 12:16 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000008-2410-AA1133	23 Oct 2024, 12:08 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000007-2410-AA1133	23 Oct 2024, 12:01 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000005-2405-AA1133	24 May 2024, 10:34 AM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000004-2405-AA1133	23 May 2024, 04:34 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>
DF-000003-2405-AA1133	23 May 2024, 04:18 PM	<span style="color: grey;">1</span> <span style="color: orange;">2</span> <span style="color: purple;">3</span> <span style="color: blue;">4</span> <span style="color: green;">5</span> <span style="color: grey;">6</span>	<a href="#">View</a> <a href="#">Export PDF</a> <a href="#">Export Excel</a>



Click on **In Progress** button to start the task.

Klik pada butang **In Progress** untuk memulakan tugas.

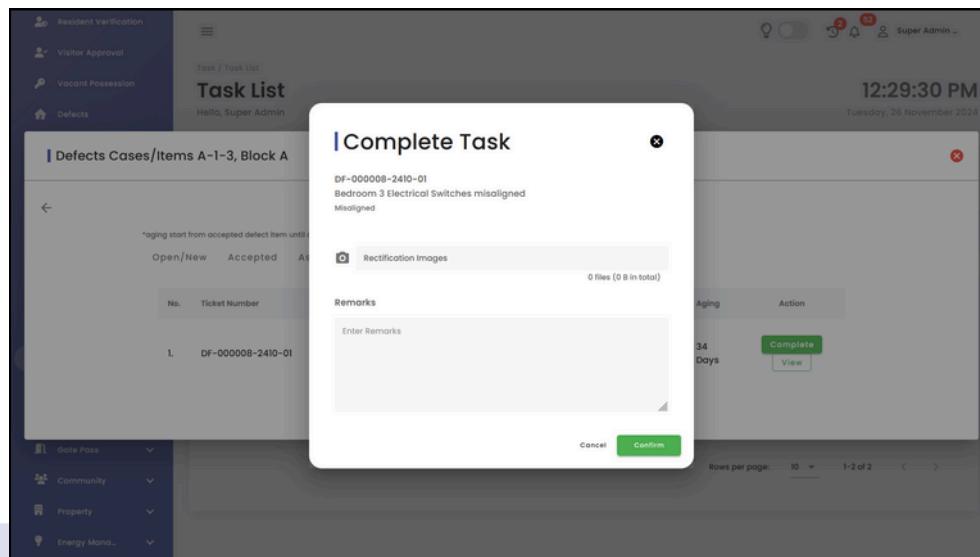
The screenshot shows the 'Task List' section of the PropKita system. A specific defect item is selected, showing its details: Ticket Number DF-000011-2411-01, Title 'Bathroom 3 Electrical Malfunction', Accepted at 26 Nov 2024, 12:25 PM, Assigned at 26 Nov 2024, 12:25 PM, Aging 0 Days, and Status In Progress. The 'In Progress' button is highlighted with a red box.

After that, click on **Complete** button after completing the task.

Setelah itu, klik pada butang **Complete** setelah menyelesaikan tugas.

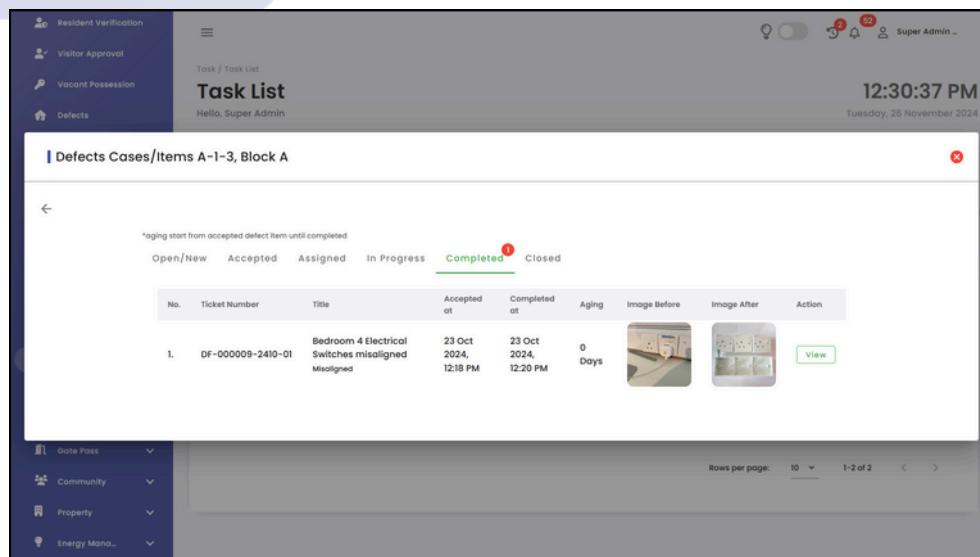
The screenshot shows the 'Task List' section again. The same defect item is selected, but its status has changed to 'Completed'. The 'Completed' button is highlighted with a red box.

Attach an **image (Compulsory)** and remarks. Then, click **Confirm**.  
Lampirkan **imej (Wajib)** dan butiran. Kemudian, klik **Confirm**.



Completed defects will be displayed here. User can view the task details by clicking on **View**.

Kerosakan yang telah diselesaikan akan dipaparkan di sini. Pengguna boleh melihat maklumat tugas dengan mengklik pada **View**.



This page displays **a list of defects** from the **block** across **different units**. When the user clicks the **Action** button, they are automatically redirected to the **Unit List** tab, where the contents are **filtered** based on the **selected block**.

Halaman ini memaparkan **senarai kerosakan** dari **blok** dengan **unit-unit yang berbeza**. Apabila pengguna mengklik butang **Action**, mereka akan diarahkan secara automatik ke tab **Senarai Unit**, iaitu kandungan akan **ditapis** mengikut **blok yang dipilih**.

Name	Defect Number	Aging from Assigned	Action
Block A (A-1-3)	DF-000011-2411-AA1133	26 Nov 2024 (0 days)	<button>View</button>
Block A (A-2-2)	DF-000002-2404-H5342	26 Nov 2024 (0 days)	<button>View</button>
Block A (A-1-3)	DF-000009-2410-AA1133	23 Oct 2024 (34 days)	<button>View</button>
Block A (A-1-3)	DF-000008-2410-AA1133	23 Oct 2024 (34 days)	<button>View</button>
Block A (A-1-3)	DF-000007-2410-AA1133	23 Oct 2024 (34 days)	<button>View</button>
Block A (A-2-2)	DF-000006-2410-H5342	23 Oct 2024 (34 days)	<button>View</button>
Block A (A-2-2)	DF-000001-2402-H5342	23 Oct 2024 (34 days)	<button>View</button>
Block A (A-1-3)	DF-000005-2405-AA1133	24 Jun 2024 (155 days)	<button>View</button>
Block A (A-1-3)	DF-000004-2405-AA1133	24 Jun 2024 (155 days)	<button>View</button>
Block A (A-1-3)	DF-000003-2405-AA1133	5 Jun 2024 (174 days)	<button>View</button>

On the **Items Summary** tab, users can view a **summary of unit defect items**.

Pada tab **Ringkasan Item**, pengguna boleh melihat **ringkasan item kerosakan unit**.

Submitted Defect Items	Verified Defect Items	Pending Verification Defect Items
100% (14 items)	100.00% (14 items)	0.00% (0 items)
Verified Defect Items	Assigned Defect Items	Pending Assign Defect Items
100.00% (14 items)	85.71% (12 items)	14.29% (3 items)
Assigned Defect Items	Completed Defect Items	In Progress Defect Items
85.71% (12 items)	14.29% (2 items)	50.00% (7 items)
Completed Defect Items	Closed Defect Items	Pending Close Defect Items
21.43% (3 items)		